



**State of New Jersey**  
DEPARTMENT OF MILITARY AND VETERANS AFFAIRS  
POST OFFICE BOX 340  
TRENTON, NEW JERSEY 08625-0340

JON S. CORZINE  
*Governor*  
*Commander-in-Chief*

☆☆  
GLENN K. RIETH  
*Major General*  
*The Adjutant General*

**DEPARTMENTAL BULLETIN NO. 2-08**

**28 January 2008**

**NEW JERSEY NATIONAL GUARD TRAINING CENTER  
2008 INFORMATION SHEET - BILLETING PROGRAM**

**1. AVAILABILITY:**

a. New Jersey National Guard Training Center is available for vacation use to the following personnel in the following priority sequence:

- (1) Members of the New Jersey National Guard (Enlisted E-7 through E-9, Chief Warrant Officers (CWO's) and Officers) to include spouse and children of deployed Guard
- (2) Retired New Jersey National Guard Personnel
- (3) Active Duty members of the Senior Army Advisor's/Inspector General's Office
- (4) Civilian Employees of the NJ Department of Military & Veterans Affairs
- (5) Active Duty

b. **The applicant must be present each day when other members of his/her group are occupying quarters.**

c. Only one military member of each family may apply for vacation use each season. Cutoff time for accepting applications is 1630 Hours on 1 April 2008. A decision on received applications will be made by 1 May 2008. After this date, any weeks that have not been booked, will be on a first come, first served basis.

d. The facilities listed in paragraph 2 are available from Saturday, 24 May 2008 to Saturday, 27 September 2008. Those dates not picked will be available on a first come, first served basis. The dates available for this year are:

24May-31May08	12Jul-19Jul08	23Aug-30Aug08
31May-7Jun08	19Jul-20Jul08	30Aug-6Sep08
7Jun-14Jun08	20Jul-26Jul08	6Sep-13Sep08
14Jun-21Jun08	26Jul-2Aug08	13Sep-20Sep08
21Jun-28Jun08	2Aug-9Aug08 ARNG Top Recruiter*	20Sep-27Sep08
28Jun-5Jul08	9Aug-16Aug08 ANG Top Recruiter*	
5Jul-12Jul08	16Aug-23Aug08	

\* Quarters 64A only, other Quarters (3 and 6) are available

e. Eligible applicants (Enlisted E-7 through E-9, CWO's and Officers) may rent only one unit at a time.

f. In the event of an unscheduled military requirement (Federal or State Mobilization), all approved civilian requests for the time period involved will be canceled with a minimum of 24 hours notice by telephone or written notification.

g. The Training Center Director reserves the right to cancel reservations or vacate the post in the event of a natural, man-made, or mechanical disaster.

h. The Adjutant General reserves the right to cancel any/all approvals at any time.

## 2. **FACILITIES AVAILABLE:**

a. All Cottage Quarters have a TV with cable, VCR or DVD, refrigerator, microwave, quilted spreads, pillows, telephones, coffee pots, dishes, stove, cookware and utensils. Bath linens and bed linens are provided. **Daily Maid Service is not provided.** A brief description of available facilities is given below:

(1) **Cottage Quarters:** Consists of three units each with air conditioning and heat.

(a). Minimum seven (7) night stay during summer season.

(b). Bldg #3 (Two Story) has two bedrooms, double (bed) pull-out couch, 1-1/2 bath, living room, dining room and kitchen.

(c). Bldg #64A (One Story) has three bedrooms, double (bed) pull-out couch, 1 bath, living room, dining area, kitchen and enclosed porch. This building is adjacent to Stockton Lake with limited safety and security fencing for child safety.

(d). Bldg#6 (One Story) has 1 bedroom (2 single beds), double pull-out couch, 1 bath, living room and kitchen.

(e). Each cottage has a propane BBQ Grill, an outside shower, and outside deck area.

(2) **R/V Sites:** Nine sites with water, sewer, and 30 amp electric hook-up. Sites are available 15Apr-15Oct07.

(a). Minimum of a two-night stay during the period 15 Apr–15 Oct 08.  
Maximum stay is two weeks.

(b). Campers will be provided with a key to the bathhouse which will be locked from 1930 Hours to 0800 Hours. No smoking is allowed in the bathhouse.

(c). No open flames (campfires, torches) are allowed.

(d). No discharging of gray water is allowed.

(e). No pets are allowed.

(f). No tents are allowed.

(g). POV's and military vehicles are not permitted on the beach.

b. **Other Facilities/Activities:** Crabbing, fishing, playground and picnic tables.

c. **Prohibited Activities:** *No Jet Ski's, boats, Kayaks, or surfboards are allowed.*

**3. RATES/PAYMENT:** The rates listed below will be charged to reimburse the cost of administration, cleaning, beach parking fees, utilities and maintenance associated with the vacation use of the facility. Definition of Users: **OFFICIAL USERS** – Personnel on official business with orders or a memorandum certifying their status. **NON-OFFICIAL USERS** – Personnel authorized to use the facilities but are not on official duty. **CHARGES ARE AS FOLLOWS:**

(1) Official Quarters Users: \$45.00 per day

(2) Non-Official Quarters Users:

a. Quarters #3 and Bldg #64A                      \$55.00 per night (Not handicapped accessible)

b. Quarters 6    \$50.00 per night (Handicap accessible)

(3) Camp Sites    \$25.00 per night (Pop-Ups-less than 20 ft)  
   \$30.00per night (Large R/V-more than 20 ft)

**4. SUBMISSION AND APPROVAL OF REQUESTS:**

(1) **Cottage Quarters:**

a. All requests must be submitted to the NJ National Guard Training Center, ATTN: Billeting Office, Bldg #7, PO Box 251, Sea Girt, NJ 08750 or faxed to 732-974-5969. The request must be submitted on the attached 2008 application. Application must be completed and signed. Telephone requests will not be accepted. Every effort will be made to select the first date requested but, due to the limited number of Quarters available, this may not happen.

b. Requests will be made for periods of up to seven days for any one submission. Requests for additional periods of use in the same year will be considered, provided space is available.

c. A member of the Director, NGTC Office will contact requesting individuals to confirm reservations once they have been selected for a cottage. Once contacted and confirmed the member must submit a ***non-refundable*** deposit check made payable to the NGTC Billeting Fund in the amount of \$150.00, and sent to the Director, NGTC, within 10 working days to lock in the reservation. Once the final selection date is announced there will be ***no*** changes and ***no*** refunds.

d. Cancellations must be made by the authorized users and are ***non-transferable***. Applicants must notify the Billeting Office at least 20 working days in advance for a cancellation. Deposits will not be refunded if notification is not made within the 20 working day time period.

(2) **Camp Sites:**

a. The Billeting Office will accept reservations by telephone each Wednesday during the period 15 March 2007 – 15 October 2007 between 0900-1200 Hours. Billeting Office telephone number is 732-974-5951.

b. Cancellation must be made by the authorized users and are non-transferable. Billeting Office must be notified three days in advance for a cancellation.

5. **PAYMENTS:**

(1) **Cottage Users:** Payments must be--

a. Made by check or money order, payable to NGTC Billeting Fund. ***Cash is not accepted.***

b. Made no later than Tuesday of the week of your stay to the Billeting Office located in Bldg #7, Room #132 Commandant's Office during duty hours.

(2) **Campers:** Payments must be--

a. Made by check or money order, payable to NGTC Billeting Fund. ***Cash is not accepted.***

b. Made upon arrival at either the Front Gate or at the Billeting Office located in Bldg #7, Room #132 during duty hours.

## **6. ACTIONS AT THE NJ NATIONAL GUARD TRAINING CENTER:**

### **(1) Cottage Users:**

a. Check-in will be at the main gate after 1400 Hours (2:00 p.m.) on Saturday. Keys will be issued by the Gate Security Guard.

b. Check-out will be accomplished not later than 1000 Hours (10:00 a.m.) on the Saturday of your departure.

c. Leave used beds unmade or stripped, pile dirty towels on floors, empty refrigerator and dispose of garbage in the proper receptacles. You may leave the key with the Gate Security Guard.

### **(2) Campers:**

a. Check-in will be at the Main Gate 1200 Hours (12:00 p.m.) or after on the day of your arrival with the Gate Security Guard who will issue a Permit and a list of rules to be complied with. Permit is to be displayed on the dashboard of your vehicle.

b. Check-out will be at 1100 Hours (11:00 a.m.) the day of your departure.

c. Key to bathhouse to be left with the Gate Security Guard upon departure.

## **7. ACTIONS WHILE OCCUPYING QUARTERS AT THE NJ NATIONAL GUARD TRAINING CENTER:**

a. Quiet time is observed from 2200 Hours (10:00 p.m.) until 0800 Hours (8:00 a.m.). There will be no loud talking, radios, laughter, etc. Common courtesy for all users of our facilities must be exercised. If police officers are called to intervene for any reason, you and/or the guest involved will *lose* your privileges to use the post.

b. There may be children playing in and around quarters. Driving on post should be done with extreme caution. ***The speed limit on post is 20 MPH.***

c. ***No pets*** are allowed on this facility.

d. ***No furniture or equipment*** will be moved from its present placement.

e. ***No vehicles*** of any kind will be driven by unlicensed drivers.

f. There is ***NO SMOKING*** in any building and/or Quarters on the Training Center.

g. Children under the age of 18 playing in and around beach, playground and Museum ***must*** have adult supervision at all times. Usage of these areas is at your own risk.

*h. No vehicles on the beach, no persons/vehicles authorized in the dunes, and no persons/vehicles are authorized in the clearly marked environmental restricted areas.*

**8. FAILURE TO COMPLY:** Use of these facilities is a privilege, not a right. Failure to follow our rules may cause your stay to be terminated without refund, with possible additional charges for any repairs or additional cleaning services required. You may also be barred from using NGTC facilities in the future and/or from entry onto the NGTC Training Center.

**9. POINT OF CONTACT:**

a. If you have any questions, please contact the NGTC Billeting Office at 732-974-5951 or Email us at [eileen.foster@njdmava.state.nj.us](mailto:eileen.foster@njdmava.state.nj.us) .

b. Our 24 Hour Fax line is 732-974-5969.

c. We are looking forward to your visit and hope it is a pleasant one.

d. Please include an email address for speedy confirmation.

OFFICIAL:



DAVID S. SNEDEKER  
Chief Information Officer  
Director, Information and  
Administrative Services Division

GLENN K. RIETH  
Major General, NJARNG  
The Adjutant General

DISTRIBUTION: A, A1, A2, B, C, D, E, F  
1 Encl

**NATIONAL GUARD TRAINING CENTER  
CHARGEABLE QUARTERS  
BILLETING APPLICATION 2008**

DATE: \_\_\_\_\_

Full Name:		Official Stay:
Mailing Address:		NON-Official Stay:
Unit of Assignment:		Rank/GS:
Home Phone:	ARNG Yes ____ No ____	RETIRED Yes ____ No ____
Work Phone:	ANG Yes ____ No ____	ACTIVE Yes ____ No ____
CIV Yes ____ No ____	MAVA Yes ____ No ____	OTHER Yes ____ No ____
Email Address:		

Number of Personnel in Party: Adults \_\_\_\_ Children Boys \_\_\_\_ Children Girls \_\_\_\_ Total \_\_\_\_

POV\_\_ Yes \_\_ No License No. \_\_\_\_\_ Make: \_\_\_\_\_ Year: \_\_\_\_\_

Requested Dates & Quarters: Please list first, second and third choices:

1. Date \_\_\_\_\_ Quarters \_\_\_\_\_
2. Date \_\_\_\_\_ Quarters \_\_\_\_\_
3. Date \_\_\_\_\_ Quarters \_\_\_\_\_

When was the last time you utilized billets at Sea Girt, and what Building did you stay in?

Year: \_\_\_\_\_ Building: \_\_\_\_\_ Never: \_\_\_\_\_

**STAYING IN THESE QUARTERS IS A PRIVILEGE NOT A RIGHT. FAILURE TO FOLLOW OUR RULES MAY CAUSE YOUR STAY TO BE TERMINATED WITHOUT REFUND, AND YOU MAY INCUR ADDITIONAL CHARGES FOR ANY REPAIRS OR ADDITIONAL CLEANING SERVICES REQUIRED. YOU MAY ALSO BE BARRED FROM USING NGTC QUARTERS IN THE FUTURE AND/OR FROM ENTRY ONTO THE NGTC TRAINING CENTER.**

**ALL LIVING QUARTERS MUST BE CLEANED, CLEARED AND KEY TURNED IN TO THE GATE HOUSE BEFORE 1000 HOURS ON DAY OF DEPARTURE. NO PETS ALLOWED, NO VEHICLES PERMITTED ON BEACH, NO SMOKING IN STATE/FEDERAL BUILDINGS.**

I have read and agree with post regulations and hereby request quarters.

\_\_\_\_\_  
(Signature)